

Health and Safety at Work

Company Policy Statement

Peter Cox Limited

2006

Part I General Policy

1.1 Aim

It is the aim of the Company to prevent accidents, as far as is reasonably practicable, and to ensure the health, safety and welfare of all employees and all persons likely to be affected by its operations including sub-contractors and, where appropriate, the public by ensuring that:

- a all offices, sites and other areas of work under its control are maintained in a safe and healthy condition
- b a safe system of work is provided and maintained and that the provisions of the Health & Safety at Work etc. Act 1974 and separate Regulations made under this Act including, inter alia, Work at Height Regulations 2005, COSHH Regulations 2002 & Amendment Regulations 2004, Management of Health & Safety at Work Regulations 1999, Provision and Use of Work Equipment Regulations 1998, Manual Handling Operation Regulations 1992, Workplace (Health, Safety and Welfare) Regulations 1992, Personal Protective Equipment at Work Regulations 1992, Health & Safety (Display Screen Equipment) Regulations 1992 and Construction (Design and Management) Regulations 1994, together with any relevant policies and procedures laid down within the Company, are all complied with.

1.2 Practice

In line with this aim, it is the policy of Peter Cox Ltd to provide, in so far as is reasonably practicable, through its divisions and management:

- a adequate financial resources for the implementation of health and safety matters
- b plant and systems of work which are safe and without risks to health and safety, including operations where hazardous substances are used
- c the maintenance of any place of work under its control in a condition that is safe and without risk, together with adequate facilities and arrangements for welfare
- c the establishment of a co-ordinated organisation to ensure comprehensive and competent advice on all accident prevention measures
- e facilities for consultation to enable employees to co-operate in promoting and developing effective measures to ensure their health and safety at work
- f risk assessments by competent persons
- g protective clothing and/or equipment in appropriate situations and weather conditions
- h adequate first aid supplies and facilities in accordance with current regulations.

1.3 Employees

The co-operation of all employees is vital to achieving the Company aims, so in turn every employee must realise that he/she has a legal duty while at work to

- a take reasonable care for the health and safety both of himself/herself and others
- b co-operate with the Company in all matters relating to health, safety and welfare

Anyone found working to their own or other person's detriment by disregarding this Safety Policy or other procedures could be held personally responsible in law and may be subject to disciplinary proceedings which could result in dismissal.

1.4 Training

The Company will, so far as is reasonably practicable, arrange for the training of all levels of staff to ensure proper observance of the requirements of the Health & Safety at Work etc. Act 1974 and the provision of all current regulations in so far as they concern the Company.

1.5 Contract Workers

Any contractor or sub-contractor carrying out work for or on behalf of the Company shall be required to comply with the relevant statutory provisions, Codes of Practice and the requirements of the Company Safety Policy and associated arrangements.

1.6 In accordance with the Section 2(3) of the Health & Safety at Work etc. Act 1974, the Company will

- a provide to all employees this written statement on its general policy on health and safety and the organisation and arrangements for carrying it out
- b review the working of this policy annually and revise it when necessary.



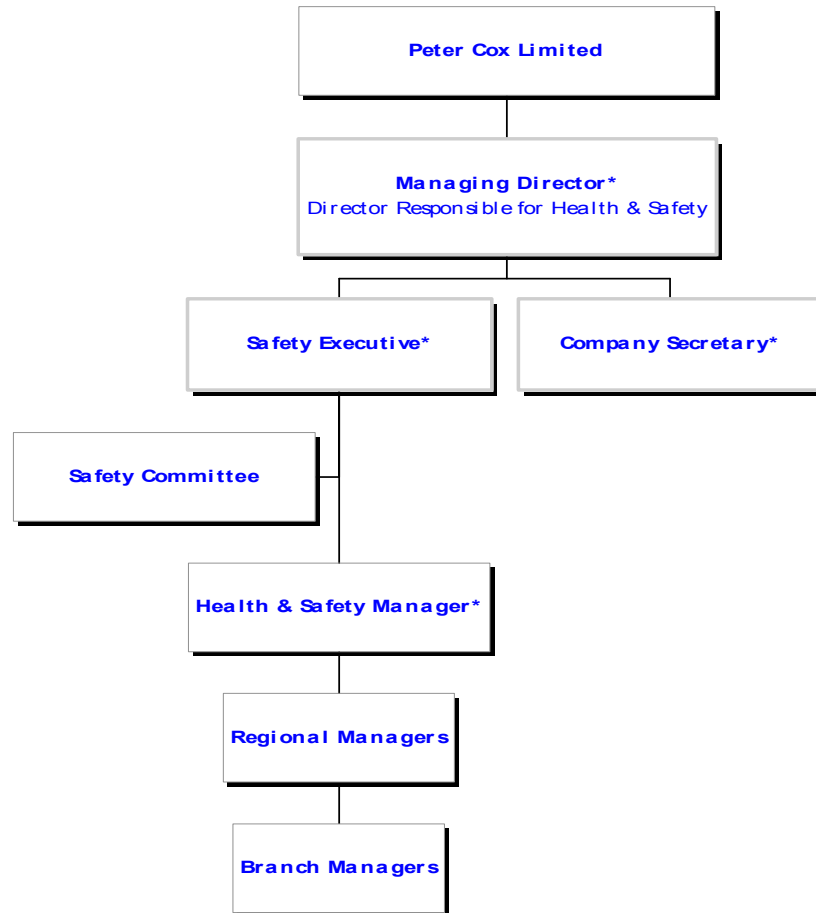
**Kevin J Masterson
Managing Director
Peter Cox Limited**

2nd February 2006

Should you have any questions regarding this Safety Policy Statement, or indeed any other aspect of safety, please ask your immediate manager for guidance.

Part II Organisation

2.1 The organisation for health and safety in Peter Cox Ltd is summarised below in chart form.



*Member of Company Safety Committee

2.2 The accident prevention function and health and safety generally are regarded as an integral part of operational management responsibilities, with the support of a competent advisory service, and provision is made for this.

2.3 Every Employee must

- a take reasonable care for the health and safety of himself/herself and others and not take risks or leave situations which may be dangerous
- b co-operate with the Company in all matters relating to their health, safety and welfare and develop a personal concern for accident prevention
- c use all plant, equipment and tools provided in the manner prescribed for safe working and avoid the use of unsuitable or improvised equipment and tools
- d not interfere with or misuse anything provided in the interests of health, safety and welfare
- e use the safety equipment provided, e.g. helmets, goggles, clothing when required to do so
- f report all safety hazards, defects and accidents (however minor) to his/her manager.

2.4 Directors

Responsible for ensuring that:

- a statutory requirements and the Company Safety Policy are fully implemented in respect of activities under their control;
- b safe systems of work are implemented at all subordinate levels;
- c all alterations to existing or the introduction of new procedures etc have been thoroughly appraised prior to introduction to ensure, so far as is reasonably practicable, the health and safety of employees or other persons who could be affected.

2.5 Company Safety Executive

Responsible for:

- a initiating (and amending when needed) the Company's Safety Policy, bringing it to the attention of all employees and ensuring that sufficient arrangements and facilities are made available for implementing such policy;
- b overseeing the function of safety management within the Group and the effectiveness of the arrangements;
- c reporting to the Board of Directors accordingly;
- d providing a safety information service;
- e maintaining contact with outside sources of advice;
- f ensuring that the Company Safety Committee is kept apprised of current/impending regulations.

2.6 Company Safety Committee

The Company Safety Committee will include the Company Safety Director, the Company Safety Executive, the Company Health & Safety Manager and other Senior Managers. The Committee's function is that of a reporting forum, to co-ordinate safety measures, disseminate information and review the practical working of the Safety Policy. The Committee will meet every six months.

2.7 Senior Management

- a to be familiar with the Company Safety Policy, Procedures and Codes of Practice and to ensure that persons under their control are adequately trained and fully aware of potential hazards;
- b to ensure that adequate provisions are made for the supply and use of protective safety clothing and equipment;
- c to liaise with Safety Executives in such activities as safety inspections, record keeping, accident reporting, safety training and general safety reviews.

2.8 Management

Responsible for:

- a ensuring that the Company Safety Policy and statutory requirements are fully implemented in respect of activities under their control;
- b providing instruction for their staff in safe systems of work;
- c providing and maintaining safe working environments under their control;
- d ensuring that their staff are aware of the location of fire fighting equipment and are trained in its use;
- e ensuring that staff are aware of the location of first aid facilities and that the contents meet the requirements of current first aid legislation, providing and ensuring use of protective safety clothing and equipment, and ensuring that suitable and sufficient risk assessments are carried out.

2.9 Branch Safety Committee

Each branch will form a Health & Safety Committee that will include a representative of each work group. This committee will meet every six months prior to the Company Safety Committee Meeting. The minutes of the Branch Safety Committee meetings will be discussed by the Company Committee and actioned as necessary.

Part III Arrangements

3.1 General

The Board of Directors of Peter Cox Ltd recognises the importance of health, safety and welfare within its organisation and the need to ensure that a healthy and safe environment is provided and maintained for all employees and other persons who could be affected by its work activities.

Equally important is the need for constant alertness by all managers, supervisors and employees in identifying potential hazards and eliminating them wherever possible.

3.2 Systems and Procedures

It is therefore the practice of the Company to establish clear systems and procedures in order to

- a create safe working practices throughout the Company
- b with regard to specific work activities, eliminate wherever practicable or otherwise control within acceptable limits the possible exposure of employees and others to substances potentially hazardous to health
- c ensure that no process, plant or machinery is introduced or used in the Company unless it complies with any statutory testing or examination requirements; also to ensure, as far as is reasonably practicable, that the health and safety of employees etc will not be affected
- d provide proper and adequate training (including first day induction as included in Company BS EN ISO 9002 procedures) in order to ensure that all employees are fully instructed in all matters relating to health and safety
- e encourage the closest possible liaison between Management, Group Safety Committee and employees in all matters relating to health and safety
- f ensure that all requirements of legislation relating to Company activities are fully complied with and improve progressively upon the levels of health and safety performance
- g advise and keep employees informed as to their duties and responsibilities under legislation including the requirement to
 - abide by the safe working systems laid down
 - make use of facilities and equipment provided for their personal protection
 - refrain from any act which could endanger themselves or other persons who could be affected
 - refrain from intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety or welfare
 - report any known defect which could endanger the health or safety of themselves or other persons
 - co-operate with their employer as far as is necessary to ensure that statutory duties or requirements are complied with
- h take all necessary steps to establish the causes of accidents and risks to health which may occur and to ensure that reasonable measures are taken to prevent recurrence.

3.3 Specific Provisions

Detailed arrangements for safe working practices relevant to each division's operations are listed as separate appendices to this Company statement and notified to employees as appropriate.

3.4 Notification of Accidents and Dangerous Occurrences (RIDDOR)

In accordance with the 1995 Regulations, the Personnel Administrator will notify the Health & Safety Executive (HSE) or the Local Authority Environmental Health Officer (EHO) as appropriate in the event of:

- a fatal or major injury/accident - immediately
- b accident resulting in 3 days' or more loss of work - within 7 days
- c notifiable dangerous occurrence - immediately

3.5 Safety Training

The Company Safety Executive is responsible for identifying any safety training for employees necessary to ensure compliance with statutory obligations and Company procedures and ensuring its implementation.

3.6 Contract Workers

A copy of this policy statement will be made available to any contractor or sub-contractor carrying out work for or on behalf of the Company to enable him to comply with its provisions and arrangements.

Peter Cox Ltd

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